

Department of the Army  
Headquarters, U.S. Army  
Operations Support Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6000

\*OSC Memorandum 672-1

17 May 2000

Decorations, Awards, and Honors

AWARD CEREMONIES

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Applicability. This memorandum applies to all Center Directors and Team Chiefs of HQ OSC.

Proponent. The proponent of this memorandum is the Secretary of the General Staff. Users may send comments and suggested improvements to ATTN: AMSOS-GS, e-mail sgsosc@osc.army.mil.

Distribution. The proponent determines distribution (available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession Notice. N/A.

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FOR THE COMMANDER:

Official: //signed//  
Robert A. Benson  
Colonel, GS  
Chief of Staff

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<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose -----	1	1
Definitions -----	2	2
Policies -----	3	2
Responsibilities -----	4	2
Appendix A. Sample Sequence of Events		4
Appendix B. Biographical Sketch Formats for Military and Civilian Personnel		5

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1. Purpose. This memorandum establishes policy, assigns responsibilities, and prescribes procedures concerning the conduct of award ceremonies at which the OSC Commanding General (CG), Deputy to the Commander (DC), or Chief of Staff (CS) preside.

2. Definitions. For the purpose of this memorandum, an awards ceremony is defined as any presentation of medal(s), certificate(s), or coins presented by the CG, DC or CS as recognition. The ceremony can be for one individual or numerous individuals.

3. Policies. The CG, DC, or CS will normally present awards that they have personally approved. Award ceremonies will normally be held in the CG's Conference Room in Building 390.

4. Responsibilities.

a. Nominating Office will:

(1) Contact the appropriate secretary to schedule award ceremony.

(2) Schedule location for the ceremony (to reserve the CG conference room call SACO, extension 23510) .

(3) E-mail the date/time/location/number and type of awards/name of POC to: protocol@ioc.army.mil, with a copy furnished to sgsioc@ioc.army.mil.

(4) Schedule photographer with the visual information contractor, ATTN: ELH-AV (extension 21441).

(5) Provide Read-Ahead package to Protocol NLT 72 hours prior to ceremony. Read-Ahead will include list of presentations, biographical information on awardees, actual medals and citations. A sample sequence of events is at Appendix A; the biographical sketch formats for military and civilian personnel are at Appendix B.

(6) Advertise ceremony to all OSC Centers and Team Offices.

b. The Protocol Office will:

(1) Provide guidance and coordination for award ceremony.

(2) Forward Read-Ahead to Command Group 48 hours in advance of ceremony.

(3) Arrange for set up of location with flags and seating diagram.

(4) Prepare medals/citations for presentation.

(5) Oversee final preparations.

c. The Command Sergeant Major will:

(1) Provide guidance and coordination for all award ceremonies involving military personnel.

(2) Oversee final preparations.

d. The General's Aide-de-Camp will talk CG through the ceremony in advance.

e. The Secretary of the General Staff will:

(1) Monitor all award ceremonies conducted by the Command Group and provide guidance and assistance as required.

(2) Task award reader for ceremony.

(3) "Advertise" the ceremony during the Chief of Staff's staff meetings.

## Appendix A.

## Sample Sequence of Events

## AWARDS CEREMONY

## Tank Team

Tuesday, 1 February 2000, 1330

1320-1330	Guests arrive CG's Conference Room*	
1330	CG enters Conference Room Ms. Jones standing in front of flags	
1330-1335	CG gives background on Ms. Jones	
	Award Citation Read (Superior Civilian Service Award)	MAJ Right
	CG awards medal/presents certificate** Photographer records presentation	CG
	Ms Jones makes remarks/sits down	
1340	Invite individuals forward Mike Smith, AMSOS-CC John Jacobs, AMSOS-RS Darrell Rodman, AMSTA-AC	MAJ Right
	Certificates Read (Read only one) CG present Certificates one at a time (With CG Coin?) Photographer records presentation	MAJ Right
	CG offers each to make brief remarks	
1345	CG invites attendees to congratulate awardees in front of flags	

\* Staffs from Center Directorates and Staff Offices notified of ceremony

\*\* Medal/Certificates in Protocol office

Appendix B

Biographical Sketch Formats

Military Personnel:

NAME:

RANK:

DATE/PLACE OF BIRTH:

DATE/LOCATION ENTERED MILITARY SERVICE:

CURRENT POSITION:

PREVIOUS POSITIONS: *(provide copy of ORB for retirement awards)*

EDUCATION:

AWARDS:

SPOUSE/CHILDREN:

HOBBIES/INTERESTS:

ADDITIONAL INFORMATION/COMMENTS:

Civilian Personnel:

NAME:

DATE/PLACE OF BIRTH:

DATE/LOCATION ENTERED GOVERNMENT SERVICE:

CURRENT POSITION:

PREVIOUS POSITIONS:

EDUCATION:

AWARDS:

SPOUSE/CHILDREN:

HOBBIES/INTERESTS:

ADDITIONAL INFORMATION/COMMENTS: